

Basic Workplace Competencies

AREA 3: Applying Technology

Technology influences every work environment. To be effective in today's workplace individuals must be able to use the tools of technology to improve productivity and efficiency. Employers seek individuals who have developed technological skills and who stay abreast of the continuously changing technological environment.

Competency -

The student will be able to:

Key Indicators

3.1

Demonstrate technological literacy

- 3.1.1 Demonstrate knowledge of the basic technology systems currently available (e.g., manufacturing technology, organizing and accessing information for technology)
- 3.1.2 Analyze the interplay of technology with social issues, gender issues, ethics, law, and government
- 3.1.3 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs.
- 3.1.4 Analyze the benefits and costs of new developments in technology
- 3.1.5 Make decisions about the use of technology that improve performance in the workplace, in school, and in the home

3.2

Access/transmit information using electronic communication systems

- 3.2.1 Determine which systems are most appropriate for given situations
- 3.2.2 Transmit messages electronically
- 3.2.3 Access information electronically (e.g., via information services, CD-ROMs, laser disks, videos, and the Internet)
- 3.2.4 Conduct searches electronically
- 3.2.5 Participate in electronic discussion groups

3.3

Demonstrate computer literacy

- 3.3.1 Use the hardware, software, and online services that will produce the desired results
- 3.3.2 Comply with ethical standards in the acquisition, organization, analysis, and communication of information
- 3.3.3 Keep informed of legal parameters regarding computers
- 3.3.4 Provide routine maintenance and repair of computer hardware and software

The student will be able to:

Key Indicators

**3.4
Use database software
in work-related
situations**

- 3.4.1 Demonstrate knowledge of the functions and features of database software
- 3.4.2 Identify the type of data needed
- 3.4.3 Determine the best database to aid in the collection, tabulation, synthesis, and evaluation of the particular data identified

**3.4
Use database software
in work-related
situations.**

- 3.4.4 Locate needed operations information using software documentation or help functions
- 3.4.5 Work within database for the specified purpose
- 3.4.6 Access needed information from the database
- 3.4.7 Select report design for presenting data

**3.5
Use spreadsheet
software in work-related
situations.**

- 3.5.1 Demonstrate knowledge of the functions and features of spreadsheet software
- 3.5.2 Identify the type of data needed
- 3.5.3 Determine the best spreadsheet to aid in the collection, tabulation, synthesis, and evaluation of the identified data
- 3.5.4 Locate needed operations information using software documentation or help functions
- 3.5.5 Input information into spreadsheet for the specified purpose.
- 3.5.6 Analyze data
- 3.5.7 Interpret results

**3.6
Use word-processing
software in work-related
situations.**

- 3.6.1 Demonstrate knowledge of the functions and features of word-processing software
- 3.6.2 Construct word-processed documents for the specified purpose
- 3.6.3 Locate needed operations information using software documentation or help functions
- 3.6.4 Integrate databases, spreadsheets, graphics, and desktop publishing files into word-processed documents
- 3.6.5 Edit documents using available software features and functions